

## 2008 Enrollment Form

Little One:		Little One's Info:		Other Info:
# 1	# 2	# 1	# 2	
First Name _____	_____	School _____	_____	Caregiver _____
Last Name _____	_____	Fav. Color _____	_____	Caregiver Tel _____
Nickname _____	_____	Allergies _____	_____	Physician _____
Birth Date _____	_____	Fav. Activity _____	_____	Phys. Tel _____
Gender <span style="margin-left: 20px;">Girl / Boy</span>	<span style="margin-left: 20px;">Girl / Boy</span>			

**Parent:**

Full Name _____	Address: _____	Emergency (Name, Number)
Home Tel _____	Address / Apt _____	1 _____
Day Tel _____	City, State, Zip _____	2 _____
Mobile Tel _____	Email Address: _____	3 _____

- 1 How did you hear about BrightSteps?
  
- 2 What languages has your little one been exposed to?  
Which if any language program has your child attended?
  
- 3 What languages would you like your little one to learn?
  
- 4 How does your little one learn best (Visual, Audio, Hands-On, etc)?

Prices:	Tuition (\$)	Please Check	Please Check
Mandatory Registration Fee Per Child	25	<input type="checkbox"/>	
Baby Steps    1hr 2x/week, instructor recommended	1199	<input type="checkbox"/>	Trial Class:    \$50 <input style="width: 50px; height: 20px;" type="checkbox"/>
Baby Steps    1hr 1x/week	674	<input type="checkbox"/>	
Big Steps & Little Steps    1hr 30 min 2x/week, instructor recommended	1620	<input type="checkbox"/>	
Big Steps & Little Steps    1hr 30 min 1x/week	899	<input type="checkbox"/>	
Other		<input type="checkbox"/>	

<u>Location</u>	<u>Days of Week</u>
131W 86 St (5th Floor)	Weekdays

**Please write below desired days & times:**

\_\_\_\_\_

## Registration Form & Policies

- AGES:** Students need to be 6 months to 6 years of age to enroll.
- PROGRAMS:**

<u>Weekday</u>	<u>Classes</u>
Spring Semester (January-June)	18 or 36
Summer Program (July & August)	
Fall Semester (September-January)	18 or 36
- MAKE UP:** Students are allowed 1 makeup class every 18 classes. Parent or caretaker has to call **24 hours in advance** in order for student to be eligible for makeup class.
- CAREGIVERS:** Baby Steps classes require a Caregiver to be present (50 minute classes). Little & Big Steps classes are Drop-off only (1.5 hour classes). Caregiver should be available via phone if an emergency is to arise. Caregivers should be at least 10 minutes early when picking up their child. If caregivers are more than 5 minutes late, BrightSteps will then begin charging \$2.00 / minute until the child is picked up. Children will only be released to caregivers, parents or other individuals authorized in writing by the parents and met on a previous occasion by the instructor or facilitator.
- HEALTH:** Students must be healthy on the day of class and be fever free for 24 hours prior to the class.

- PAYMENT:** BrightSteps accepts credit cards, checks, money orders, or cash. Personal checks and money orders should be made out to "BrightSteps". Cash can only be accepted by Cesar or Marlon Ramirez.
- REFUND:** We will refund 100% of the tuition before the end of the second week of enrollment. **Neither refunds nor credits will be given thereafter.** Refund requests must be made in writing. Refunds are by check and take up to 4 weeks. No refunds given for events out of our control (e.g., floods, transit strikes, etc.)
- DISCOUNT:** If you enroll a second sibling, the second sibling qualifies for a 10% discount. This discount **can not** be combined with any other promotional discount.
- GUARANTEE:** If you are not fully satisfied with our program, we will refund 100% of your money within the first two weeks of initial enrollment.
- QUESTIONS/ REQUESTS:** Please direct your questions/requests regarding payments, refunds, and credits to Cesar.

**PROTECTION OF METHODS:** The methods used at BrightSteps are proprietary. Use of our proprietary methods outside our premises by individuals not authorized or licensed by BrightSteps in writing, is strictly prohibited.

I have read, understand, and agree to the policies highlighted above. I understand that no refunds or credits are granted after the guarantee period. This form must be signed in order for the enrolled child to attend class.

Parent/Guardian  
Signature: \_\_\_\_\_

Today's Date \_\_\_\_\_

**"X" the applicable box:**

Trial Class	Spanish Program	Mandarin Program
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**PAYMENT INFO:**

Cardholder Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card # \_\_\_\_\_

Cardholder Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Check Payment: [ ] Check/Money Order [ ] Mastercard [ ] Visa [ ] American Express [ ] Discover [ ] Diners